

## Meeting Record

<b>Meeting Topic:</b>	Collaborative Technology Committee
<b>Meeting Date:</b>	09/21/09
<b>Meeting Time:</b>	1:15pm-
<b>Meeting Location:</b>	Martin Center Conference Room
<b>Participants:</b>	Margie Johnson, Douglas Renfro, Denise Pridemore, John Duckworth, Mike Law, John Rushing, Mildred Nelson, Giumarra Duhart

### MINUTES:

-Norms

-Title IID Compliance (Enhancing Education through Technology)

- 99: Margie, filled out application and submitted (Tech. coaches, distant learning)
- 100: Tech. Plan (a) Committee, (b) Tom B. (c) Susan Whitworth, (d) funding is not there, need to revisit, 2-3 years until funds available, all committee needs to be involved; Leadership and Learning (e) redesign grant, applying for innovating grant (Denise P.).
- 101: network score card, % of bandwidth measurement, Paul Chngas, may want to launch a new assessment, Dr. Bobby Hurley
- 102: Leadership and Learning
- 103: Margie Johnson
- 104: II D funding, Rushing
- 105: Paul C.; data department; Leadership and Learning
- 106: Public Affairs, Olivia Brown, Yolanda Ford
- 107: Sherri Raymer
- 108: Mike Law; ENA
- 109: Margie Johnson

-Should we have someone from the private schools involved in the committee? Alan Coverstone?

-Where we are today <http://techmeetings.wikispaces.com> :

-Current IT Plan (2006-2011)

- powerpoint presented by Lance Lott
- Infrastructure; Instructional Technology (on-hold); School and Classroom Funding (Needs to be revisited, but projectors are still being added to schools); User Support (same); Application Services (get update from Vikki Phiopot); Data Accountability (Vikki P.; Paul C.); Community Connections (parent call out connected, as well as email)

-Existing Policies/ Procedures (Dannelle; Denise P.)

- Fixed Assets & Sensitive Items: over 5,000 dollars; sensitive items 100-5,000 dollars
- MNPS Web Page Publishing and Compliance
- Portable Technology Program (re-write done by Mike Law)
- Acceptable Use of Electronic Media and Telecommunications Networks
- IT purchasing: Is there more information (Denise P. will check on this.)

-Software Purchasing & Installation Process (Will use procedure instead of the word process, School leadership team make decisions, identification of the end state (Action step in the school improvement plan), Margie would like to have schools submit a form;



need a timeline for responding and identifying evaluation, maybe 10 working days for communication, what can we automate, Is the software purchasing going through the help star? (helpdesk@mnps.org, custom outlook forms?;

Contractual Procedures- need to get to a standard that a purchasing department identify goods and services rather than the individual schools doing this independently.

Changed language on #4 of the Software Purchasing and Installation Procedure to ***alternate solution*** from ***approved resource***.

-Mildred Nelson will send list of current software to committee.

-Hardware Purchasing & Installation Process

-Tuesdays 1:30-3:30 Committee Meetings will be held.

#### Actions from Today's Meetings

- Margie Johnson:
  - Contact Bobby Hurley, Susan Whitworth, and Alan Coverstone for next meeting
  - Work with Colleen Grissom to create the software list that has already been approved
  - Work with Executive Directors and/or Curriculum Coordinators to generate a software list for various subject areas. Including reading the SIPs for software/hardware requests.
  - Meet with Vicki Philpot to discuss application services update.
  - Get trained on TCSPP process for developing the tech plan.
  - Work with Research and Assessment to develop an evaluation and accountability process for the tech plan.
  - Compile lists of software/hardware suggestions tied to various subject areas—ongoing & driven from SIPs.
  - Meet with other stakeholders, including Olivia Brown, Eulonda Ford, and Sherry Raymer, to ensure that we are compliant with using IID funds.
- Mike Law
  - Provide flowchart of software/hardware procedure.
  - Email Margie copy of Assessment Methodologies used by the IT department.
- Mildred Nelson:
  - Email Margie list of existing software programs in the schools.
- Denise Pridemore:
  - Work with others to update policies and procedures.